

**MILPER MESSAGES 02-114 and
02-122**

Personnel-General

**Processing NCO-ERS with Gaps in
Reporting Periods**

(EXTRACT)

Headquarters
Department of the Army
Washington, DC

UNCLASSIFIED

MILPER MESSAGE NUMBER : 02-114
TAPC-MSR
PROCESSING NCO-ERS WITH GAPS IN REPORTING PERIODS
(UPDATE)

...Issued: [03/04/2002]...

1. THIS MILPER MESSAGE WILL EXPIRE NLT 4 MAR 06.
2. REF. AR 623-205.
3. THIS MESSAGE ANNOUNCES PROCEDURAL CHANGES IN THE PROCESSING OF NCO-ERS THAT ARE RECEIVED AT THE U.S. ARMY ENLISTED RECORDS AND EVALUATION CENTER (EREC) WITH GAPS IN THE REPORTING PERIOD. A GAP IN REPORTING PERIOD IS WHEN THE FROM DATE OF THE REPORT RECEIVED IS NOT THE MONTH AFTER THE END DATE OF THE LAST REPORT ON FILE. THIS USUALLY MEANS THAT THERE IS A REPORT MISSING FROM THE FILE. IN THE PAST, EREC WOULD NOT PROCESS ANY SUBSEQUENT REPORTS UNTIL ALL REPORT PERIOD GAPS WERE RESOLVED AND THE RECORD REFLECTS CONSECUTIVE RATING PERIODS. EFFECTIVE WITH REPORTS ENDING IN MARCH 2002 AND LATER, THE FOLLOWING PROCEDURES WILL APPLY AND THEY INCLUDE A NEW REQUIREMENT IN THE PREPARATION OF NCO-ERS AT THE UNIT LEVEL. THIS APPLIES ONLY TO ACTIVE ARMY REPORTS PROCESSED AT EREC.
 - A. ALL NCO-ERS WITH THRU/END DATE OF MARCH 2002 AND LATER MUST CONTAIN THE AKO EMAIL ADDRESS OF THE RATED NCO AND THE RATING OFFICIALS. THE EMAIL ADDRESS FOR THE RATED NCO WILL BE ENTERED ON THE SAME LINE AS THE RATED NCO'S NAME ON THE TOP BACK SIDE (PAGE 2) OF THE NCO-ER. AFTER THE NAME (IN ALL CAPS), MOVE FOUR SPACES AND TYPE THE RATED NCO'S EMAIL ADDRESS. FOR EXAMPLE: TASMANIAN, DEVIL POODLE devil.p.tasmanian@. SINCE THE LAST PORTION OF ALL AKO EMAIL ADDRESSES ARE THE SAME, THE ONLY PORTION TO BE ENTERED ON THE NCO-ER IS THAT PORTION UP TO THE @ SIGN. THE LAST PORTION OF THE AKO EMAIL ADDRESS (US.ARMY.MIL) WILL NOT BE ENTERED ON THE NCO-ER. THE EMAIL ADDRESSES FOR ALL THREE RATING OFFICIALS WILL BE ENTERED ON THE LAST LINE OF PART IIId (AREAS OF SPECIAL EMPHASIS). THE DATA WILL BE ENTERED IN THE FOLLOWING MANNER: Rater: andrew.crocodile@. S/R: bobby.meddler@bragg.army.mil; Rev: daryl.seeme@bragg.army.mil. ONLY ONCE SPACE IS NECESSARY BETWEEN ADDRESSES. THE UNIT S1 AND/OR LOCAL/SUPPORTING PSB WILL MONITOR COMPLETED NCO-ERS TO ENSURE COMPLIANCE WITH THIS MESSAGE.
 - B. WHEN REPORTS ARE RECEIVED AT EREC WITH A GAP IN THE REPORTING PERIOD, THE SUBMITTED NCO-ER WILL BE ACCEPTED FOR PROCESSING/FILING. HOWEVER, AN EMAIL WILL BE PREPARED AND DISPATCHED TO THE RATED NCO AND THE RATING OFFICIALS NOTIFYING THEM OF THE GAP/MISSING REPORT. IT WILL INFORM THE RATED NCO AND RATING OFFICIALS THAT ALTHOUGH THE REPORT HAS BEEN ACCEPTED FOR PROCESSING, THERE IS A DISCREPANCY IN THE REPORT PERIOD BASED ON THE END DATE OF THE LAST REPORT ON FILE. THE EMAIL WILL ESTABLISH A SUSPENSE OF 30 DAYS FOR THE RATED NCO/RATING OFFICIALS TO RESOLVE THE DISCREPANCY. IF NO RESPONSE IS RECEIVED WITHIN 30 DAYS, A SECOND EMAIL WILL BE PREPARED BUT THIS TIME TO THE INSTALLATION CSM. IT WILL INFORM THE CSM

OF THE PREVIOUS EMAIL AND THE COMMAND'S FAILURE TO RESPOND WITHIN THE ESTABLISHED SUSPENSE. THIS EMAIL WILL GRANT AN ADDITIONAL 30 DAYS TO RESOLVE THE REPORT PERIOD GAP. IF IT IS NOT RESOLVED WITHIN 30 DAYS AFTER THE 2D EMAIL NOTIFICATION, THE PERIOD OF THE GAP WILL BE DECLARED NON-RATED TIME ON THE RATED NCO'S OMPF AND NO FURTHER ATTEMPTS TO RESOLVE THE DISCREPANCY WILL BE MADE. HOWEVER, THE LAST REPORT WILL REMAIN ON FILE IN THE OMPF.

4. DIRECT QUESTIONS REGARDING NCO-ER POLICY TO SGM EVERETTE, EVALUATION SYSTEMS OFFICE AT DSN 221-8009, CML (703)-325-8009, OR ANTHONY.EVERETTE@HOFFMAN.ARMY.MIL. DIRECT QUESTIONS REGARDING NCO-ER PROCESSING TO MSG ADAMS, EREC, AT DSN 699-3696, CML (317)510-3696.

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MILPER MESSAGE NUMBER : 02-122
TAPC-MSR
PROCESSING NCO-ERS WITH GAPS IN REPORTING PERIODS
(CLARIFICATION)
...Issued: [03/19/2002]...

1. THIS MILPER MESSAGE WILL EXPIRE NLT 19 MAR 06.
2. REF. AR 623-205.
3. THIS MESSAGE CLARIFIES INSTRUCTIONS IN MILPER MESSAGE: 02-114. THE GUIDANCE PROVIDED WAS FOR NCO-ERS RECEIVED AT EREC WITH GAPS IN THE REPORT PERIODS. THE GAP INFORMATION REFERS TO THE NCO-ERS THAT WERE NOT CHECKED COMPLETELY AND FORWARDED TO EREC BEFORE THE PREVIOUS REPORT WAS RECEIVED. THIS MAY HAVE HAPPENED FOR SEVERAL REASONS; SUCH AS, CHANGE OF RATER NOT BEING SUBMITTED UPON PCS, NCO-ER RETURNED FROM EREC FOR CORRECTION BUT WAS NOT CORRECTED AND RETURNED, INCORRECT BEGINNING DATE ON THE NEW REPORT, ETC... NO NCO-ER SHOULD KNOWINGLY BE SENT TO EREC WITH A GAP IN REPORTING PERIODS.
4. THE INSTRUCTIONS FOR THE PLACEMENT OF THE RATER'S, SENIOR RATER'S AND REVIEWER'S E-MAIL ADDRESS IN PART IIID OF THE DA FORM 2166-8 ARE AS FOLLOWS: IF ALL RATING OFFICIALS ARE ACTIVE DUTY ARMY SOLDIERS, THEN ALL E-MAIL ADDRESSES WILL BE ENTERED IN THE AKO FORMAT, (AKO ADDRESS UP TO AND INCLUDING THE @ SIGN). IF EITHER OF THE RATING OFFICIALS ARE CIVILIANS OR MEMBERS OF OTHER BRANCHES OF SERVICE, THEN USE THE INSTALLATION E-MAIL ADDRESS. IF NO INSTALLATION E-MAIL ADDRESS IS AVAILABLE, THEN USE ANY OTHER E-MAIL ADDRESS THEY HAVE. FOLLOWING ARE SOME EXAMPLE FORMATS FOR ENTERING EMAIL ADDRESSES.
WHEN ALL RATING OFFICIALS ARE ACTIVE DUTY MILITARY WITH AKO EMAIL ADDRESSES, ENTER IN THIS FORMAT: RATER: JOE.BLOW@; S/R: JANE.DOE@; REV: JOHN.D.SMITH@. WHEN THE SENIOR RATER IS A CIVILIAN OR MEMBER OF ANOTHER BRANCH OF SERVICE, ENTER IN THIS FORMAT: RATER: JOE.BLOW@; S/R: JANE.DOE@BRAGG.ARMY.MIL; REV: JOHN.D.SMITH@. IT DOES NOT MATTER IF YOU USE ALL CAPS OR UPPER LOWER CASE WHEN ENTERING 'RATER', 'S/R', OR 'REV' BEFORE THE EMAIL ADDRESSES. THE IDEA IS TO PROVIDE THE INFORMATION IN A MANNER THAT IS CLEAR AND ACCURATE. THERE IS NO OPTION TO ENTER THE DATA IN ANY OTHER BLOCKS. RATING OFFICIALS MUST DECIDE WHICH AREAS OF SPECIAL EMPHASIS ARE MOST IMPORTANT THAT WILL FIT ON

THE FIRST TWO LINES IN PART IIID. THE THIRD LINE IS SPECIFICALLY RESERVED FOR THE EMAIL ADDRESSES. THE EMAIL ADDRESS OF THE RATED NCO WILL BE PLACED ON THE BACK SIDE OF THE NCO-ER ON THE SAME LINE WITH THE NCO's NAME.

5. THE PRIMARY REASON FOR IMPLEMENTING THESE PROCEDURES IS TO FACILITATE QUICK RESOLUTION WHEN REPORTS ARE RECEIVED AT EREC WITH GAPS IN NCO-ER REPORTING PERIODS. ALL REPORTS THAT ARE SUBMITTED FOR PROCESSING ON ACTIVE DUTY ARMY NCOs MUST CONTAIN THE EMAIL ADDRESSES OF THE RATED NCO AND THE RATING OFFICIALS. REPORTS THRU MARCH 2002 THAT WERE COMPLETED PRIOR TO IMPLEMENTATION OF THESE PROCEDURES WILL BE ACCEPTED FOR PROCESSING AT EREC WITHOUT THE EMAIL ADDRESSES. THERE IS NO REQUIREMENT TO RE-DO THOSE REPORTS.

6. DIRECT QUESTION REGARDING NCO-ER POLICY TO SGM HARRISON, EVALUATION SYSTEMS OFFICE AT DSN 221-8009, CML (703) 325-8009, OR FREDERICK.HARRISON@HOFFMAN.ARMY.MIL. DIRECT QUESTIONS REGARDING NCO-ER PROCESSING TO MSG ADAMS, EREC, AT DSN 699-3696, CML (317) 510-3696.

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